

# Flu Vaccination Reminder

Dear [Employee's Name],

As we approach the flu season, we want to remind you of the importance of getting your flu vaccination. Protecting yourself and those around you helps maintain a healthy work environment.

Please schedule your flu shot at your earliest convenience. Our health provider will be available on [dates] at [location].

Thank you for your attention to this important health matter.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]